

NEW HAMPSHIRE NATIONAL GUARD  
TECHNICIAN PERSONNEL REGULATION  
NUMBER 630-10**ALTERNATE WORK SCHEDULE**

1. **PURPOSE:** This regulation establishes procedures for alternate work schedules (AWS) for federal employees of the New Hampshire National Guard. This regulation supplements NHNG TPR 610-630 and supersedes NHNG TPR 630-10 Alternative Work Schedule, dated 1 January 2004 and all changes.
2. **REFERENCES:** NGB TPR 990-2; PART 610, 5 Code of Federal Regulations (CFR); Section 6106, Title 5, United States Code (USC); and Executive Order 11582.
3. **SCOPE:** This regulation applies to all full-time federal employees and units of the New Hampshire National Guard. Appendices contain additional specific guidance for the Air (Appendix A) and Army (Appendix B) Guard.
4. **OBJECTIVES:** Meet mission requirements and customer service needs, while improving employees' work schedules and utility usage.
5. **GENERAL:** Approval authority of the AWS rests with the Adjutant General of New Hampshire. Supervisors will approve individuals to participate in AWS as long as unit operations, safety and missions are not adversely impacted. With an AWS, employees can gain more time for family, community and education. The AWS is also a useful recruitment and retention tool.
6. **DEFINITIONS:**
  - **Alternate Work Schedule:** A term which jointly refers to flexible and compressed work schedules. The New Hampshire National Guard offers employees a compressed work schedule. Flexible work schedules do not apply.
  - **Flexitour:** A flexible schedule in which an employee, having once selected starting and stopping times within the flexible time bands, continues to adhere to these times.
  - **Compressed Work Schedule:** The scheduling of work hours in excess of eight hours per day to meet an 80-hour biweekly basic work requirement in less than ten work days.
  - **Administrative Workweek:** The administrative workweek is seven consecutive calendar days beginning at 0001 hours on Sunday and ending at 2400 hours on the following Saturday.
  - **Administrative Pay Period:** The days and hours of an administrative pay period which make up the regularly scheduled eighty-hour pay period.

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- **Regular Tour of Duty:** There are two regular tours of duty established for full time employees of the New Hampshire National Guard. The first is ten eight-hour days per pay period. The second is a compressed schedule with eight nine-hour days and one eight-hour day per pay period.

7. **AWS HOLIDAYS:** Per Title 5 USC and Executive Order 11582, specific regulations apply to holidays within an alternate work schedule.

a. When a holiday falls on a day that an employee is regularly scheduled to work under a compressed work schedule, the scheduled workday is the employee's holiday.

(1) If the employee is covered by a compressed work schedule, the employee's holiday will comprise the number of hours the employee is regularly scheduled to work that day.

(2) A technician who is required to work on a regularly scheduled work day that is a holiday receives holiday premium pay for working on the holiday and is not entitled to an in lieu of holiday. If the technician is covered by a compressed work schedule, the technician is entitled to holiday premium pay for the number of hours he or she is regularly scheduled to work that day.

b. When a holiday falls on a non-work day for an employee covered by a compressed work schedule and:

(1) The holiday falls on Sunday, the first regularly scheduled work day following the Sunday holiday is the employee's in lieu of holiday, i.e. holiday is Sunday, the in lieu of day is Tuesday if Monday is the regular non-work day; or Monday if Friday is the regular non-work day.

(2) The holiday is not a Sunday, the last regularly scheduled work day preceding the holiday is the employee's in lieu of holiday, i.e. if Monday is the regular non-workday and the holiday is Saturday or Monday, the in lieu of day is Friday; or if Friday is the regular non-work day and the holiday is Friday or Monday, the in lieu of day is Thursday.

FOR THE ADJUTANT GENERAL

//Signed//

DEBORAH L. CARTER  
LTC, NHNG  
Human Resource Officer

ANNEX A-1  
**NHANG ALTERNATE WORK SCHEDULE**  
CALENDAR  
2005

1. The following is the CY 2005 Alternate Work Schedule for the NHANG. This schedule was derived taking into consideration planned activities during the year including UTA's, SUTA's, and holidays.
2. Some pay periods have only one AWS day designated because of a major holiday occurring during that period.
3. The primary AWS is designated by a "(P)"; the secondary AWS is designated by an "(S)" and an AWS for all is designated by "(ALL)" following the listed date.
4. The Calendar Year 2005 Alternate Work Schedule for the NHANG is:

**NHANG Alternate Work Schedule**  
Calendar Year 2005

<b>PAY PERIOD</b>	<b>AWS DATES(S)</b>	<b>8 HOUR DAY</b>
9 – 22 Jan 2005	14 Jan (S) 18 Jan (P)	21 Jan
23 Jan – 5 Feb	28 Jan (S) 31 Jan (P)	4 Feb
6 – 19 Feb	11 Feb (S) 14 Feb (P)	18 Feb
20 Feb – 5 Mar	22 Feb (P) 25 Feb (S)	4 Mar
6 – 19 Mar	7 Mar (P) 18 Mar (S)	11 Mar
20 Mar – 2 Apr	21 Mar (P) 1 Apr (S)	25 Mar
3 – 16 Apr	4 Apr (P) 15 Apr (S)	8 Apr
17 – 30 Apr	18 Apr (P) 29 Apr (S)	22 Apr
1 – 14 May	2 May (P) 6 May (S)	13 May
15 – 28 May	23 May (P) 27 May (S)	20 May
29 May – 11 Jun	31 May (P) 10 Jun (S)	3 Jun
12 – 25 Jun	13 Jun (P) 17 Jun (S)	24 Jun

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<b>PAY PERIOD</b>	<b>AWS DATES(S)</b>	<b>8 HOUR DAY</b>
26 Jun – 9 Jul	1 Jul (S) 5 Jul (P)	8 Jul
10 – 23 July	11 Jul (P) 22 Jul (S)	15 Jul
24 Jul – 6 Aug	25 Jul (P) 5 Aug (S)	29 Jul
7 – 20 Aug	8 Aug (P) 19 Aug (S)	12 Aug
21 Aug – 3 Sep	22 Aug (P) 2 Sep (S)	26 Aug
4 – 17 Sep	6 Sep (P) 16 Sep (S)	9 Sep
18 Sep – 1 Oct	23 Sep (S) 26 Sep (P)	30 Sep
2 – 15 Oct	7 Oct (S) 11 Oct (P)	14 Oct
16 – 29 Oct	17 Oct (P) 28 Oct (S)	21 Oct
30 Oct – 12 Nov	31 Oct (P) 10 Nov (S)	4 Nov
13 – 26 Nov	25 Nov (All)	18 Nov
27 Nov – 10 Dec	28 Nov (P) 9 Dec (S)	2 Dec
11 – 24 Dec	12 Dec (P) 23 Dec (S)	16 Dec
25 Dec 2005 – 7 Jan 2006	27 Dec (All)	6 Jan 2006

ANNEX B-1  
**NHARNG ALTERNATE WORK SCHEDULE**  
CALENDAR 2005

1. The following is the CY05 Alternate Work Schedule for the NHARNG. A primary and secondary AWS has been identified per pay period. Offices involved in soldier service will have coverage on both AWS days and use the secondary AWS schedule to manage this. All other members should be on the Primary AWS schedule.
2. Members are either on the Primary or Secondary schedule. If a supervisor needs to bring someone in on his or her AWS, compensatory time is authorized. A long-term change in schedule (from primary to secondary or vice versa) is authorized to meet the needs of soldier service, but is limited to one change per year.
3. One pay period has only one AWS day designated because of the Thanksgiving holiday: 25 Nov 05. Additionally, when the AWS occurs on a Monday holiday, the holiday is the previous Friday.
4. CY05 Alternate Work Schedule for NHARNG:

<b>Pay Period</b>	<b>Primary AWS (Monday Schedule)</b>	<b>Secondary AWS (Friday Schedule)</b>	<b>8 Hour Day</b>
9 Jan – 22 Jan 05	14 Jan 05 <b>Holiday</b> 17 Jan 05 <b>AWS</b>	14 Jan 05	21 Jan 05
23 Jan – 5 Feb 05	31 Jan 04	28 Jan 05	4 Feb 05
6 Feb – 19 Feb 05	14 Feb 05	11Feb05	18 Feb 05
20 Feb –5 Mar 05	28 Feb 05	25 Feb 05	4 Mar 05
6 Mar – 19 Mar 05	14 Mar 05	11 Mar 05	18 Mar 05
20 Mar – 2 Apr 05	28 Mar 05	25 Mar 05	1 Apr 05
3 Apr – 16 Apr 05	11 Apr 05	8 Apr 05	15 Apr 05
17 Apr – 30 Apr 05	25 Apr 05	22 Apr 05	29 Apr 05
1 May – 14 May 05	9 May 05	6 May 05	13 May 05

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15 May – 28 May 05	23 May 05	20 May 05	27 May 05
29 May – 11 Jun 05	6 Jun 05	3 Jun 05	10 Jun 05
12 Jun – 25 Jun 05	20 Jun 05	17 Jun 05	24 Jun 05
26 Jun – 9 Jul 05	1 Jul 05 <b>Holiday</b> 4 Jul 05 <b>AWS</b>	1 Jul 05	8 Jul 05
10 Jul – 23 Jul 05	18 Jul 05	15 Jul 05	22 Jul 05
24 Jul – 6 Aug 05	1 Aug 05	29 Jul 05	5 Aug 05
7 Aug – 20 Aug 05	15 Aug 05	12 Aug 05	19 Aug 05
21 Aug – 3 Sep 05	29 Aug 05	26 Aug 05	2 Sep 05
4 Sep – 17 Sep 05	12 Sep 05	9 Sep 05	16 Sep 05
18 Sep – 1 Oct 05	26 Sep 05	23 Sep 05	30 Sep 05
2 Oct – 15 Oct 05	7 Oct 05 <b>Holiday</b> 10 Oct 05 <b>AWS</b>	7 Oct 05	14 Oct 05
16 Oct – 29 Oct 05	24 Oct 05	21 Oct 05	28 Oct 05
30 Oct – 12 Nov 05	7 Nov 05	4 Nov 05	10 Nov 05 <b>Thursday</b>
13 Nov – 26 Nov 05	25 Nov 05	25 Nov 05	18 Nov 05
27 Nov – 10 Dec 05	5 Dec 05	2 Dec 05	9 Dec 05
11 Dec – 24 Dec 05	19 Dec 05	16 Dec 05	23 Dec 05
25 Dec 05 – 7 Jan 06	30 Dec 05 <b>Holiday</b> 2 Jan 06 <b>AWS</b>	30 Dec 05	6 Jan 06